

DD/S 67-5541

**MEMORANDUM FOR:** Acting Chief, Covert Action Staff  
**SUBJECT :** Placement Assistance for Certain CA Contract Employees  
**REFERENCE :** Memo for DD/S fr AC/CA Staff dtd 31 Aug 67, same subject

D D / S 6 7 - 5 5 4 1  
P T I N Personnel

1. Referent memorandum requests an estimate of the service charges made by private employment agencies in the area of interest. This office has had no information or background of experience concerning that area which could provide the detailed information requested. However, based on local conditions (Washington, D. C.), a fair estimate would range from zero up to 70% of the first month's salary. This would depend upon the availability of qualified manpower or lack thereof, for the position sought.

2. The CA Staff estimates that there are not more than ten people who need this assistance of whom six were identified in the referenced memorandum. The average cost of \$537, based on 70% of one month's salary, can be projected to a total of around \$3000. The following estimates include the six persons thus far identified.

<u>Gross Salary</u>	<u>Salary for One Month</u>	<u>70% of One Month's Salary</u>
\$ 9,851	\$821	\$ 546.70
10,166	847	592.00
6,500	542	379.40
11,700	975	682.50
8,200	683	478.10
9,350	731	546.70
		<u>\$3226.30</u>

(Average \$537)

3. This entire matter has been discussed with members of the CA Support Staff on three occasions. As now planned, a representative of that staff will establish a secure contact with each person needing help to advise of further action to be taken. Technical assistance and guidance regarding the development of resumes will be provided to the CA Staff officer by appropriate members of the Office of Personnel. On return these resumes will be processed by Cover and Security in order to provide an approved, unclassified resume for each effected person to use in his efforts to be rehired.

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*for*  
Emmett D. Echoles  
Director of Personnel

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Approved For Release 2003/04/29 : CIA-RDP84-00780R001800100026-6

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